

## Homeland Security Exercise and Evaluation Program \*

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning.

HSEEP is the national standard for all hazards exercises. Through exercises, the National Exercise Program supports organizations to achieve objective assessments of their capabilities so that strengths and areas for improvement are identified, corrected, and shared as appropriate prior to a real incident. To learn more about the HSEEP program, go to <https://hseep.dhs.gov>.

\*The HSEEP is maintained by the Federal Emergency Management Agency's National Preparedness Directorate, Department of Homeland Security.

### Using the DHS Target Capabilities List (TCL)

- **Enhance Plans:** The TCL includes a Planning Capability designed to establish and maintain the ability to develop, update, and test plans
- **Enhance Strategies:** The common framework provided by the goal, priorities, and capabilities serves as a guide to enhance homeland security strategies at all levels
- **Assess Preparedness:** The TCL provides a basis for assessing preparedness to help jurisdictions and agencies to plan strategically, design appropriate programs that meet proven needs, and evaluate the effectiveness of investments over time
- **Focus Exercise Evaluation on Task Performance and Outcomes:** Exercises provide a means to test and validate preparedness. HSEEP exercises are designed and evaluated to demonstrate capability levels through the assessment of performance of critical tasks and achievement of outcomes, as defined by the TCL.

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**Cal EMA**  
CALIFORNIA EMERGENCY  
MANAGEMENT AGENCY

## Exercise Division Exercise Support Program

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Agency**

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## Cal EMA Exercise Support Program Concept

The California Emergency Management Agency's Exercise Division provides a selection of capability based discussion exercise support on a variety of topics that can be delivered at the county, region, and state levels.

Customers will be responsible for identifying multiple jurisdictions and disciplines, private sector partners, and/or non-governmental organizations who are interested in a discussion-based exercise topic from the menu of choices.

All activities are in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines to maximize efficiency and minimize work load. Ideally, the process would include one to two planning meetings to tailor the exercise (in person, by phone, or email exchanges), a 2-4 hour exercise, and one After Action Report (AAR) Conference.

Note: Exercise support, outside of Golden Guardian, will not be available during the months of April and May due to Golden Guardian exercise support requirements.

### Available Discussion-Based Exercise Topics

- Pandemic Influenza
- Continuity of Operations
- Food & Agriculture
- Public Information & Warning
- Mass Care & Shelter
- Evacuation
- Access and Functional Needs
- Volunteer Management
- Emergency Operation Center Management
- Executive Level Roles & Responsibilities in a Disaster
- Public/Private Partnerships in a Disaster
- Management Decision Making in a Cyber Incident
- Information Sharing
- Interoperable Communications

## Cal EMA Exercise Division Support Capabilities:

We provide the following support:

- Exercise facilitation and planning support
- Meet with customer to tailor currently available exercise documents to meet specific needs
- Electronic master copies of exercise documentation/materials: Invitations, Minutes, Agendas, Situation Manuals (SitMans), Name Tags, Name Tents, PowerPoint Presentations, Exercise Evaluation Guides, Draft AARs
- Track RSVPs
- Facilitate the exercise
- Facilitate an AAR/Improvement Plan Conference

### Customer Responsibilities

- Identify the type of exercise needed
  - Seminar: Provide overview of new or current plans, resources, strategies, concepts or ideas
  - Workshop: Achieve specific goal or build product (e.g., exercise objectives, standard operating procedures, policies, plans
  - Tabletop: Validate plans and procedures by utilizing a hypothetical scenario to drive participant discussions
- Acquire willing participants utilizing provided invitations
- Post exercise to National Exercise Schedule (NEXS)
- Venue for the exercise
- Participate in at least two planning meetings (could be by phone or in person)
- Review and reproduce all exercise materials prepared for distribution
- With Exercise Division assistance, finalize After Action Report (AAR) and Improvement Plan and post them to the Corrective Action Program System (CAPS)

## Cal EMA Exercise Division Mission:



The Exercise Division develops, coordinates, and leads the statewide all hazards Homeland Security Exercise and Evaluation Program (HSEEP) that includes Weapons of Mass Destruction (WMD)/Chemical-Biological-Radiological-Nuclear-Explosive (CBRNE), natural disaster and catastrophic incidents. The objectives of the exercise program are:

- Conduct the Governor's Exercise Series, Golden Guardian
- Continue implementation of HSEEP methodology in California
- Conduct the California HSEEP course for responders
- Support regional exercise initiatives
- Support State of California agencies
- Remain flexible & adaptable in order to conduct functional initiative exercises to meet the emerging needs of California
- Conduct the annual State Training & Exercise Planning Workshop & produce California's Multi-Year Training & Exercise Plan
- Exercise Support

### CA HSEEP Course for Responders

The 4-day California Homeland Security Exercise and Evaluation Program (HSEEP) Training Course focuses on exercise design using HSEEP doctrine, hands-on use of the HSEEP Toolkit, and discussion based exercises with an emphasis on developing tabletop exercises (TTXs). Activities include interactive videos, small group discussions, and capabilities based planning using the Target Capabilities List and the Universal Task List. The course meets the HSEEP prerequisites for the Master Exercise Practitioner Program (MEPP) series and California's Enhanced Exercise and Evaluation Design Course. **There is no charge to attend.** For more information about California's HSEEP Course and a course schedule contact:

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